

## TRAVEL EXPENSE CLAIM

STD. 262 (REV. 7/1/2008)

See Instructions and \*Privacy  
Statement on Reverse Side

Page 1 of

Pages

CLAIMANT'S NAME

Lloyd Throne

SSAN OR EMPLOYEE NUMBER\*

DEPARTMENT

Community Services and Development

POSITION

Director

CB/ID NO.

DIVISION OR BUREAU

Executive

INDEX NUMBER / PCA

0100/50010

RESIDENCE ADDRESS\*

HEADQUARTERS ADDRESS

TELEPHONE NUMBER

700 North Tenth Street

(916) 341-4300

CITY STATE ZIP CODE

CITY STATE

ZIP CODE

Sacramento,

CA

95811-0336

(1) MONTH / YEAR		(3)	(4)	(5) MEALS			(6)	(7) TRANSPORTATION					(8)	(9)
Mar-Apr-09		LOCATION Where Expenses Were Incurred	LODGING	Break- fast	Lunch	O.T., LT, N/C, Relo. or Dinner	INCIDEN- TALS	(A)	(B)	(C)	(D)		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME							Cost of Trans.	Type Used	Carfare, Tolls, Parking	Private Car Use Miles	Amount		
3/12	1100	Agency Meeting							PC	10.00	3	165 -0.00	11.65 <i>cf</i>	\$10.00
4/14	1600	Sacramento to San Francisco	189.42			18.00			TOLL PC	53.02	95	52.25 -0.00	312.69 <i>cf</i>	<del>\$260.44</del>
4/15	0700	San Francisco	189.42			18.00	6.00		PC	49.02		0.00	77.20	\$339.64
4/16	0700	San Francisco	189.42				6.00		PC	49.02		0.00		\$244.44
4/17	0700-1700	San Francisco to Sacramento			10.00				PC	4.00	95	52.25 -0.00	66.25 <i>cf</i>	<del>\$14.00</del>
4/20	0900	Sacramento							PC	4.50		0.00		\$4.50
4/23	1030	Sacramento to Santa Barbara	163.90		10.00				PC		15	8.25 -0.00	182.15 <i>cf</i>	<del>\$173.90</del>
4/24	1700 <i>cf</i> <del>1800</del>	Santa Barbara to Sacramento			10.00		6.00		PC		15	8.25 -0.00	24.25 <i>cf</i>	<del>\$16.00</del>
												0.00		\$0.00
												0.00		\$0.00
												0.00		\$0.00
(10) SUBTOTALS			732.16	0.00	30.00	36.00	18.00	0.00		169.56	0	122.65 -0.00	77.20	1185.57 <i>cf</i> <del>\$1,062.92</del>
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL													\$	1185.57 <i>cf</i> <del>1062.92</del>

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

3/12 - Agency meeting w/ Kim Belshe' - Lost receipt

4-14-4-17 - Cal/Neva Conf in San Francisco - Speaker - 190 round trip mileage to SFO *cf* ~~4-14-95 miles - 4-17-95 miles~~

4-14-4-17 - Bridge Toll \$4.00 - Lost Receipt.

4/15 - Conference call with Agency - Kim Belshe' - Business Expense

4-20 - Meeting w/ Senator Wes Chesboro

4/23 - 4/24 - Attend meeting and awards dinner at Community Action Commission of Santa Barbara County

4/23 - 4/24 - 30 miles round trip to airport

(15) I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT

DATE

3/24/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

4/29/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See Item 17 on reverse)

DATE

4/29/09

(12) NORMAL WORK HOURS

0800-1700

(13) PRIVATE VEHICLE LICENSE #

5AM7704

(14) MILEAGE RATE CLAIMED

-0.585 0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

RECEIVED  
CSD

APR 30 2009

ACCOUNTING